



Instructions for Using the **Objectives Add-In Utility** with the Community 2020® Grantee Edition

The Objective Add-In Utility to Community 2020® Grantee Edition provides an easy way for Consolidated Plan Grantees to produce Tables 1C and 2C pursuant to the Consolidated Plan guidelines. (See FY2000 Guidelines link on the Consolidated Planning website <http://www.hud.gov/cpd/conplan.html>.)

The result of running the add-in utility from Community 2020® Grantee Edition is the creation of a single text file containing Table 1C and Table 2C. You can open the file with your word processing software, change the text style, and print it out for inclusion in your Consolidated Plan.

Here are the three stages to using the Objectives Add-In Utility.

- 1) **Fill in the objective text boxes** for each of the 12 priority needs screens in the Community 2020® software.
- 2) **Install and run the Objectives Add-In Utility.** This step takes approximately 15 minutes.
- 3) **Open the file named objectiv.txt** from your word processing software and print.

Follow the step-by-step instructions on the following pages to accomplish each of the three stages. If you need help with this process at any time call the Community Connections Information Center at 1 (800) 998-9999 and ask for the Community 2020® support desk.

Stage 1 - Fill in the Objective Text Boxes

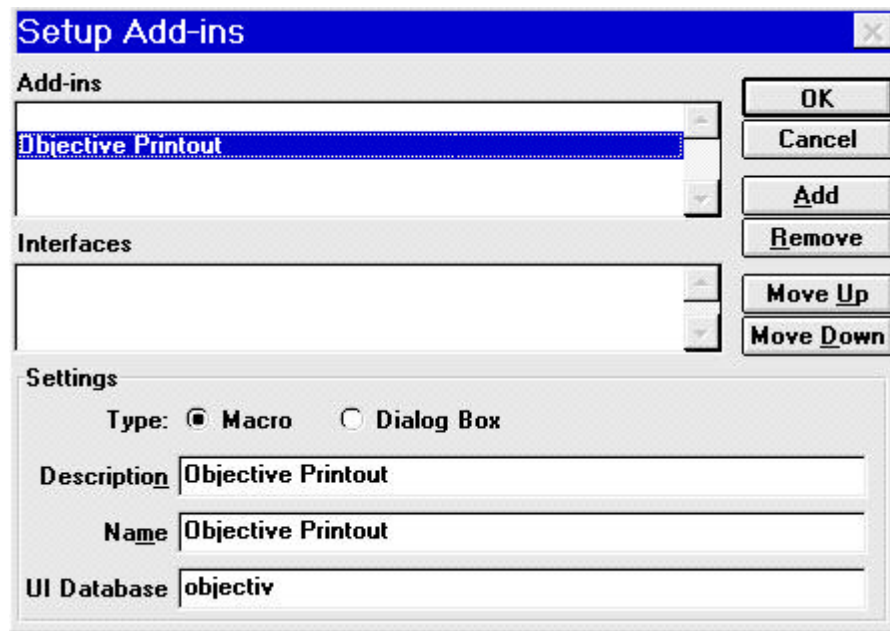
1. Open Community 2020® Grantee Version and click on the Grantee item on the Main Menu. You will see four menu items to access the priority needs screens.
 - Gaps Analysis
 - Special Needs/Non-Homeless
 - Housing Needs
 - Community Needs (nine categories of community development needs)
2. Enter each screen and click the Objective button and fill in the text box. Each text box is limited to 18 lines of text. In each text box, enter your objectives, number them sequentially, and skip a line between each objective. (Use Ctrl-Enter to register a carriage return.) Notice that the Community Needs screen requires a separate objective for each of the nine community needs in the Choose Category list box.

Stage 2 - Install and Run the Objectives Add-In Utility

1. Save the objectiv.exe file to your hard drive. If you do not have WinZip download a free copy at <http://www.winzip.com/>.
2. Open Windows Explorer and double-click on the icon labeled objectiv.exe. Objectiv.exe is a self-extracting zip file. The WinZip Self-Extractor will open.
3. Change the value of the “Unzip to Folder:” field to the Comm2020 folder (usually C:\Comm2020 but possibly different on your machine). Click Unzip. You will receive a message confirming that 7 files were successfully unzipped. Click OK. Click Close on the WinZip Self-Extractor.
4. Close Windows Explorer.
5. Open Community 2020® Software.
6. Go to Tools in the Main Menu and select Add-Ins from the drop down menu.
7. Click on the Setup button.
8. Click on the Add button.

9. Fill in the fields with the following information and then click OK:

Type: Macro
Description: Objective Printout
Name: Objective Printout
UI Database: objectiv **notice that there is no “e” at the end.**



10. In the Add Ins dialog box, select Objective Printout and click OK. This will start the Add in.
11. When you click OK in the dialog box, the Add-in will run and display the Printing Your Objectives dialog box.
12. Read the text and click OK. The file objectiv.txt is now stored in the Comm2020 directory.

Stage 3 - Open the File Named *objectiv.txt*

1. Open your word processing software.
2. Open the file *objectiv.txt* that is in the /Comm2020/ directory.
3. Inspect the document. After the line that says “Applicant Name:” on Table 1C, enter the official name of your jurisdiction.
4. Create a page break before the line that says Table 2C. To do this, position your cursor before the first letter of the line and press Ctrl-Enter.
5. After the line that says “Applicant Name:” on Table 2C, enter the official name of your jurisdiction.
6. Change the font size, font style, margins or any other characteristics that will make the style of the document match the narrative of your Consolidated Plan document.
7. Run a spell check on the document. (If you find any spelling errors, you should go back to your Objective screens in Community 2020 and correct them there as well.)
8. Save your changes and print the document.